



Brentwood California

Is Seeking A New Planning Manager



THE COMMUNITY

The first people to live in what is now Brentwood were Native American Indian tribes. Residents can still visit the remains of that culture by visiting two abandoned village sites, known as Shell Mounds. European immigrants settled in the area in the 1830's and the first post office was erected in 1878. By 1890, Brentwood had become the largest shipping point for wheat and barley

between New Orleans and San Francisco. Although Brentwood became an incorporated town in 1948, it continued to be an agricultural community that still is heavily influenced by agriculture. Crops being raised in the immediate area include grain, alfalfa, apricots, nectarines, peaches, plums, cherries, figs, pears, walnuts, almonds, pistachios, tomatoes, corn, melons, squash and lettuce.

Located in eastern Contra Costa County, Brentwood's population has grown by 12%-17% annually during the past few years. The City issued more than 1,400 residential building permits during FY 03-04. Its current population of 40,000 is expected to grow to 70,000 by 2020, according to the recently updated General Plan. The City's incorporated boundary currently totals 14 square miles, while the overall sphere of influence is in excess of 15,000 acres.



Brentwood is located within close proximity to the San Joaquin Delta, a vast network of waterways spanning over 1,000 miles, providing easy access to water related sports. Another prime recreation site, the Los Vaqueros Reservoir, is just nine miles from Brentwood. Brentwood also features the Marsh Creek Trail, a new addition to the East Bay Regional Park District. This trail is a paved bicycle and walking path that connects to the California DeAnza Recreational Trail System.

Brentwood is located halfway (60 miles) between San Francisco and Sacramento, 25 miles from Concord and Stockton (including the Port of Stockton), and only 30 miles from Walnut Creek and Livermore. State Highway 4 passes through Brentwood, intersecting with Interstate 5 and State Route 99. The recently constructed Vasco Road links Brentwood to the Interstate 580 corridor. A major north-south route planned for the next five years will link I-580 and I-5 with State Route 4. Three Bay Area Rapid Transit (BART) stations are 15, 20 and 30 miles from Brentwood and a Southern Pacific Railroad mainline passes through the community. Regional airports are in Stockton and Concord, while international service is provided in nearby Oakland, San Francisco, Sacramento and San Jose.

The community's quality of life is enhanced by fine schools, as well as access to excellent health care services at nearby Antioch where a full-service hospital is located. The 125-bed John Muir Medical Center is under construction in Brentwood with portions of the medical campus still being planned. A wide variety of suburban and rural housing opportunities exist in Brentwood, priced very favorably in comparison to the rest of the Bay Area.

The City was recognized by the League of California Bicyclists as a Bicycle Friendly Community for Brentwood's efforts in establishing bike lanes on approximately 50% of the City's arterial streets.

CITY GOVERNMENT

Brentwood is a general law city governed by the council-manager plan. The City Council consists of a directly elected two-year term Mayor and four City Council members who serve four-year overlapping terms. Council meetings are held on the second and fourth Tuesday evenings of each month. In addition to appointing the City Manager and the City Attorney, the Mayor and City Council appoint members of the Planning Commission, Arts Commission, Parks and Recreation Commission, and Youth Commission. City government enjoys a progressive and supportive relationship with the Brentwood Chamber of Commerce. The City has also formed a Redevelopment Agency and adopted two active project areas. The City Manager serves as Executive Director of the Agency and the Mayor and Council are its Board of Directors.

With budgeted operating expenditures of \$50 million and a staff of 289 full-time employees and approximately 60 seasonal staff members, the City directly provides a variety of services including police, water, sewer and refuse collection. Fire protection is provided by the East Diablo Fire District. City departments include Parks and Recreation, Police, Public Works, Community/Economic Development, Finance, Engineering, and Administration. The Human Resources Division operates under the direction of the Assistant City Manager.

Construction of a new City Hall is planned for the summer of 2005, with anticipated completion in early 2007.

BRENTWOOD VISION AND CULTURE:

We create and institutionalize a vision and culture that furthers the goal of Brentwood representing the highest civic standard. We form the organization around the values of integrity, passion, accountability, respect and quality to create the "Brentwood Way" of doing business.

PLANNING DIVISION

The Planning Division of the Community Development Department is responsible for the preparation and administration of the General Plan and Specific Plans, for the long-range development of the City, and preparation and administration of the zoning ordinance. The Planning Division handles environmental review, site plan review, design review, conditional use permits, land subdivisions, and General Plan and zoning changes. The Division provides professional and administrative services to the Planning Commission and technical advice to the City Council and City Manager on planning related matters. The Community Development Department is also comprised of the Building, Economic Development, Housing, and Redevelopment Divisions. The Department's resources include a staff of 38 and an operating budget of \$7.7 million.

THE POSITION

The Planning Manager is a division manager within the Community Development Department. Reporting to the Director of Community Development, the Planning Manager exercises full responsibility for planning, organizing and directing the work activities of the Planning Division staff while acting as City liaison to the Planning Commission. The Planning Manager supervises a staff of eight including: Senior Planners (3), Associate Planner, Planning Technicians (2), Planning Intern, and Administrative Secretary.

CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment of the Planning Manager, the Community Development Department Management and other key stakeholders have identified the following current issues and priorities that will require the energy, commitment and expertise of the successful candidate:

GROWTH

Brentwood has undergone a remarkable transformation from the old farming community of 5,000 to its current growing population of 40,000, with a projected city population of 70,000 at build-out. The City is nearly planned out. The Planning Manager is expected to work in concert with the Planning Commission to provide Brentwood with a unique quality and architectural variety as growth continues over the next 15 years.

REGIONAL AWARENESS

While Brentwood's growth slows down after the initial spurt, there will be an increasing need to focus on regional planning issues. The new Planning Manager must make it a priority to collaborate and network with regional stakeholders and neighboring communities.

PROJECTS

Among the major projects requiring the attention of the Planning Division include:

- John Muir Medical Center – Phase 1 is under construction and includes a three-story medical building including an imaging department, diagnostic center, primary care practice suite, ambulatory surgery center, and orthopedic center. Conceptual site plan includes eight medical buildings totaling approximately 625,000 square feet.
- Downtown and Corridor Specific Plans – An Economic Redevelopment Strategy is being prepared for the Downtown and Brentwood Boulevard corridor.
- Vineyards at Marsh Creek – A planned subdivision on the south boundary of Brentwood covering 600 acres. Plans call for 1,500 homes, amphitheater, community park and community college.



THE IDEAL CANDIDATE

The ideal candidate is a sophisticated planning and development executive who has exceptional leadership, communication, management and interpersonal skills, and possesses broad experience in all areas of planning and development. In addition, candidates should have a working knowledge of productivity principles and practices and a proven track record of efficiency, creativity, and building strong relationships with the community, Planning Commission, and City staff. A bachelor's degree in urban or regional planning or related field is expected. A master's degree is desirable. Possession of a valid California driver's license will also be required.

EXPERTISE

The new Planning Manager will lead collaborative, dynamic work within the City and with other community agencies in addressing and resolving community issues. The Manager will be a key problem-solving team member of the Community Development Department. While broad knowledge and skills covering all areas of planning and community development is assumed, the issues and priorities facing Brentwood demand particular demonstrated expertise in the following areas:

- Proactive and creative problem solving.
- Strategically oriented, visionary and innovative.
- Excellent written and oral communication skills.
- Intermediary between public and private sector stakeholders on community development issues.
- Can develop strong relationships with key stakeholders/developers.
- Experience with high profile redevelopment projects.
- Expertise in training methods and staff development options.
- Using performance measures and tracking progress toward goals.
- Being a team player as part of the Department's Management Team.
- Sensitive to the needs of both internal and external customers.
- Works collaboratively with other City departments.
- Sees the big picture.

PERSONALITY AND MANAGEMENT STYLE

- Friendly, outgoing, approachable.
- Politically sensitive and aware, yet not political.
- Openly seeks ideas and comments from others, including employees, and decisive once input is obtained and considered.
- Gives credit to others; praises and compliments freely.
- Self-confident, but not arrogant.
- Collaborative and creative in problem solving.
- Visible in department, City organization, and community.
- Flexible and unbiased, with a high level of integrity.
- Sense of humor.
- Treats all people with dignity and respect.



COMPENSATION AND BENEFITS

The salary range for the position is \$92,724 to \$112,692 (a classification/compensation study is currently underway). The City offers an excellent benefit plan that includes the PERS 2.7% @ 55 retirement (the City currently pays 100% of the PERS costs for employee and employer). In addition, the City offers generous leave allowances (including 80 hours of administrative leave and 14 paid holidays), up to five weeks of vacation, longevity incentive, matching (i.e. up to \$110/month) deferred compensation, Spanish bi-lingual pay, a Flexible Benefits Plan and a very competitive health/dental/vision and life insurance program.

APPLICATION AND SELECTION PROCEDURE

The final filing date is Friday, October 22, 2004. To be considered for this excellent career opportunity, please submit your resume with cover letter, current salary and a list of three work-related references. Your resume should reflect both months **and** years of current and prior positions and also the size of budget and staff you have managed or helped to manage. Submit materials to:



Stuart Satow or David Harris

CPS Executive Search

241 Lathrop Way

Sacramento, CA 95815

Tel: 916 263-1401 • Fax: 916 561-7205

Email: resumes@cps.ca.gov • Website: www.cps.ca.gov/search

City website: www.ci.Brentwood.ca.us

SELECTION PROCESS

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultants in early November, following which the most qualified candidates, as determined by the City, will be invited to be interviewed as finalists in early December. The City anticipates making an appointment to the position in mid to late December, following final interviews and the completion of reference and background checks.